

Office Symbol

Date

MEMORANDUM FOR Chief, In-Out Processing Br, Bldg 1218, Rm 136

SUBJECT: Authorization for 30 Calendar Days for Post Clearance

1. I authorize 1SG _____, SSN, 30 calendar days to clear post installation for the purpose of retirement.
2. Please address any questions to the undersigned at ext _____.

CDR's SIGNATURE BLOCK (can be
Company Cdr requires otherwise, e.g., Bn
Cdr)

**Take this to Bldg 1218, Room 136, with DA Form 31 and copy of your retirement orders, 30 days prior to PTDY or transition leave start date.